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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 8 January 1971

1. Educational Aid Fund Board: [REDACTED] has been asked

by Mr. [REDACTED] and Mr. Lawrence Houston to assist with the work of the Educational Aid Fund Board. Initially, he will work on the fund-raising dinner Mr. McCone is giving in New York on 10 February and on a statement for the Director to make on the history of the Educational Aid Fund.

2. Final Revisions of the CIARDS Question and Answer Handbook: We are working on the necessary revisions of the CIARDS Question and Answer Handbook which will include the new legislation changes of 31 December 1970. The changes which were necessitated by the legislation of December 1969 (i.e. - the Daniels/Magee Bill) have already been coordinated with OGC and OLC.

3. Five-Year Notice of Retirement Letters Issued: During the past week, 247 "Five-Year Retirement Letters" were forwarded to personnel who are scheduled for mandatory retirement during calendar year 1976.

4. Position Classification:

a. Work has been completed on our survey of the budget and fiscal positions in Africa Division. Approximately 12 descriptions have been developed and discussions are being held with officials of the Division.

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b. Work is about half completed on our survey of [REDACTED] positions in the Central Depot/Office of Logistics.

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5. Blood Donors: On Tuesday, 5 January 1971, 170 people offered to give blood - 18 were deferred, resulting in a collection of 132 pints.

6. Income Tax Course: On 6 and 7 January, two representatives of the Internal Revenue Service presented a program of information and instruction on the preparation of income tax returns. Eighty representatives from the various components throughout the Agency signed up to take the course. Seventy-two people attended the first day with 58 completing the two-day session.

7. Ski Trip: The first EAA-sponsored ski trip of the year to Charnita, Pennsylvania was enjoyed by 53 persons on Thursday night, 7 January.

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Acting Director of Personnel

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OD/Pers/[REDACTED] djp (11 Jan 71)

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